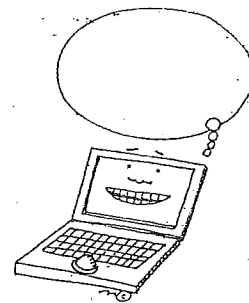
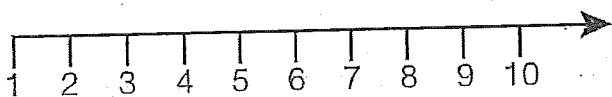


Writing Numbers

Although it can vary, there are some hard and fast rules for using numerical value in your writing. Most people spell out numbers that can be expressed in one or two words and use figures for other types of numbers.



Here is a quick reference guide to help you stay on the right track!



Spell out numbers under TEN:

My little brother ate **four** apples before he became ill.

Why do parents always check to see that babies have **ten** toes?

Writing Dates and Years:

Friday, December 19th, 2014

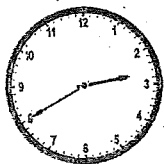
in 1900

the eighties, the twentieth century

the 1980's or the 1980s



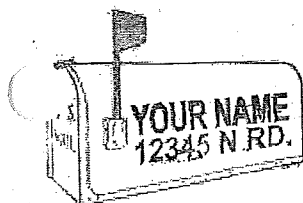
Time of Day:



8:00 A.M. OR eight o'clock in the morning

4:30 P.M. OR half-past four in the afternoon

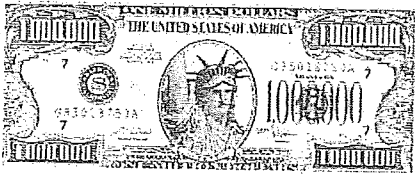
Addresses:



16 Tenth Street

350 West 114 Street

Large Round Numbers:



four billion dollars (or) \$4 billion

16,500,000 (or) 16.5 million

Numbers in series (**LISTS**) and statistics should be **consistent**, meaning **WRITE ALL NUMBERS OUT** or **USE THE ACTUAL NUMBERS**. Don't do both!

I had **two** apples, **six** oranges, and **three** bananas.

NOT:

I had **two** apples, **6** oranges, and **3** bananas.

115 feet by 90 feet **OR** 115' x 90'

NOT:

115 feet by 90' or 115' X 90 feet

SCORES of SPORTING EVENTS

Use 25-6 **OR** 25 to 6

NOT:

twenty-five to 6

And lastly,

Write Out Numbers that Begin a Sentence:

Six percent of the group failed the social studies test.

NOT:

6% of the group failed the social studies test.

If you forget any of the rules, use your resources! Open a book and see how the author has set up the numerals in their professional published writing **OR** use the lap tops to do a bit of research just like real authors do! You can do it! Be a problem solver!